



SECTION 24.0 WIRELESS COMMUNICATION FACILITY (NEW STRUCTURES)

Section 24.01 Purpose

This section describes the process for a new [wireless communications facility \(WCF\)](#) as allowed in the [Unified Land Development Code \(LDC\)](#).

Section 24.02 Application Process

- A. The Applicant shall be required to complete a [general application](#) for site plan review and the [supplement wireless communication facility application](#), on forms provided by the City, and submit the package to the Planning Division. Three (3) complete application packages are required at the time of application submittal.
- B. Within twenty (20) business days and as outlined in [subsection 4.20.06](#) of the [LDC](#), the application package will undergo a completeness review for acceptance and, once accepted, reviewed for compliance. Any application deemed inaccurate, or otherwise not compliant with current codes, statutes, and/or ordinances, the Applicant will have ten (10) business days from the date of notification of application discrepancy to address the discrepancy, or the application will be denied.
- C. Once reviewed, the City may issue a Wireless Communication Facility Development Order. The issuance of the development order does not authorize the disturbance of any part of the subject property.
- D. The Applicant must apply for a building permit.

For information regarding wireless communication facility permits, contact the Information Technology Department at (386) 986-4732.



GENERAL APPLICATION: ☐ Rezoning ☐ Special Exception
☐ Nonstatutory Land Division/Parcel Reconfiguration ☐ Vacating Plat
☐ Subdivision Master Plan ☐ Preliminary Plat ☐ Final Plat
☐ Master Site Plan ☐ Nonresidential Controlling Master Site Plan
☐ Technical Site Plan ☐ Site Plan Addition ☐ Development Order Modification
☐ Variance ☐ Parking Flexibility
☐ Wireless Communication Facility (new structure)

CD Plus Application #: _____ Application Submittal Date: _____
Fee Paid: \$ _____ Date of Acceptance: _____
Employee Name Accepting Application (print name): _____
Rejected on _____ Rejected by: _____
Reason for Rejection: _____

A. PROJECT NAME: _____

B. LOCATION OF SUBJECT PROPERTY (PHYSICAL ADDRESS): _____

C. PROPERTY APPRAISER'S PARCEL NUMBER(s): _____

D. LEGAL DESCRIPTION: _____ Subdivision Name; _____ Section; _____ Block; _____ Lot

E. SUBJECT PROPERTY ACRES / SQUARE FOOTAGE: _____

F. FUTURE LAND USE MAP DESIGNATION: _____ EXISTING ZONING DISTRICT: _____
OVERLAY DISTRICT: _____

G. FLOOD ZONE: _____ COMMUNITY PANEL NUMBER: _____ DATE: _____

H. PRESENT USE OF PROPERTY: _____

I. DESCRIPTION OF REQUEST / PROPOSED DEVELOPMENT (MAY ATTACH ADDITIONAL SHEETS): _____

J. PROPOSED NUMBER OF LOTS: _____

K. CHECK APPROPRIATE BOX FOR SITE PLAN:

- ☐ Tier 1 (up to 40,000 sq. ft. / 40 units)
☐ Tier 2 (up to 100,000 sq. ft. / 100 units)
☐ Tier 3 (exceeding 100,000 sq. ft. / 100 units)

L. LIST BELOW ANY APPLICATIONS CURRENTLY UNDER REVIEW OR RECENTLY APPROVED ASSOCIATED WITH THIS APPLICATION:

M. WATER/SEWER PROVIDER: _____

N. IS THERE AN EXISTING MORTGAGE? ☐ Yes ☐ No

**OWNER:**

Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

APPLICANT / AGENT:**MORTGAGE HOLDER:**

Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

ENGINEER OR PROFESSIONAL:**PLANNER:**

Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

TRAFFIC ENGINEER:**SURVEYOR:**

Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

LANDSCAPE ARCHITECT:**ATTORNEY:**

Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

DEVELOPER OR DOCKMASTER:

I HEREBY CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS CORRECT:

Signature of owner OR person authorized to represent this application

Signature(s) _____

Printed or typed name(s): _____

NOTARY: This instrument was acknowledged before me on this _____ day of _____, 20____ by

_____ who is/are personally known to me, or who has/have produced

_____ as identification. (SEAL)

Signature of Notary Public, State of Florida

General Application (sheet 2 of 2)



**WIRELESS COMMUNICATION FACILITY –
SUPPLEMENT APPLICATION**

CD Plus Application #: _____ Fee Paid: \$ _____
Application submittal date: _____ Date of Acceptance: _____
Print Employee name accepting request: _____

Applicant's name:		
Phone:	Fax:	E-mail:
Property owner:		
Applicant's contact:		
Address:		
Phone:	Fax:	E-mail:
Lessor/Licensor:		
Address:		
Phone:	Fax:	E-mail:

Commercial Wireless Provider:		
New structure: Yes <input type="checkbox"/> No <input type="checkbox"/>		Water Tower: Yes <input type="checkbox"/> No <input type="checkbox"/>
Replace existing structure: Yes <input type="checkbox"/> No <input type="checkbox"/>		Stealth attached facility: Yes <input type="checkbox"/> No <input type="checkbox"/>
New stealth antenna support structure: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Site Address:		
Latitude (NAD83):	Longitude (NAD83):	Ground elevation (AMSL) (ft):
RAD Center (ft):	Total height of tower (ft):	Height of base (ft):
Height of antenna support structure (ft):		Height of lightning rod (ft):
TAX parcel identification number:		Present zoning of property:
Land use and description of property:		
FCC antenna structure registration number (ASR) (if applicable):		



WIRELESS COMMUNICATION FACILITY (new structures) APPLICATION SUBMITTAL CHECKLIST

☐ = Mandatory = As applicable ☐ ☐ = sub items

The following checklist is a tool to facilitate compliance for the submittal package. Place a check in each symbol below to indicate that the item has been addressed. As indicated in the above key legend, an item with a square indicates the item is mandatory, while the triangle indicates it may or may not be applicable. If applicable, then the item is mandatory.

At a minimum, the documents listed below are required to process a request for a new wireless communication facility (refer to [Section 4.20](#) in the [Unified Land Development Code \(LDC\)](#)). This checklist **must** be completed by the Applicant **and** included in the application package in order for the application to be accepted. Pending approval by an independent consultant, the City may request additional copies of supporting materials. In addition, supplemental information may be requested for the purpose of clarity or confirmation. An appointment is recommended for application submittal and acceptance. To schedule an appointment for submittal, call 386-986-3736.

- ☐ A. Completed application forms filed by property owner or property owner's representative (refer to [subsection 2.05.04.A](#) of the [LDC](#)).
- ☐ 1. [General Application](#), notarized
 - ☐ 2. [Supplement Wireless Communication Facility Application](#)
- B. For an owner's representative, submit [letter of authorization](#).
- ☐ C. Title opinion:
- ☐ 1. Prepared by an attorney at law licensed to practice in Florida or a certification by an abstractor or a title company.
 - ☐ 2. Shows that record title to the land as described and shown on the survey is in the name of the person, persons, corporation, or entity wanting the division.
 - ☐ 3. List all mortgages not satisfied or released of record nor otherwise terminated by law.
 - ☐ 4. List all encumbrances (i.e. easements, etc.) on the subject property.
 - ☐ 5. Current (within six (6) months of the date of application submittal).
- ☐ D. Current survey:
- ☐ 1. Prepared by a registered land surveyor licensed to practice in the State of Florida.
 - ☐ 2. Completed with the benefit of a title opinion that states it is current.
 - ☐ 3. Contains the legal description and total acreage of the subject property.
 - ☐ 4. Surveyor's certificate of accuracy.
 - ☐ 5. All existing on-site or adjacent easements, including drainage, electricity, gas, water, wastewater, or other pipeline or utility easements.
 - ☐ 6. All existing on-site improvements, including buildings, structures, drainage facilities, or other utilities.
 - ☐ 7. Specific soil types and their limitations for planned use.
 - ☐ 8. All wetlands.
 - ☐ 9. Flood Insurance Rate Map (FIRM) information: community panel number, date, and flood zone(s). Flood zone boundary shall be depicted.
 - ☐ 10. Streets adjacent to the tract, including rights-of-ways and pavement widths.
- ☐ E. Cover letter addressed to "Planning Manager" that provides factual, relevant information as to the Applicant's position and provides justification for the request.
- ☐ F. Scaled plan or as-built survey depicting the following and any other information pertinent to the application (refer to [Section 4.20](#) of the [LDC](#)):
- ☐ 1. Property boundaries.
 - ☐ 2. Streets.
 - ☐ 3. Easements.
 - ☐ 4. All existing and proposed structures.
 - ☐ 5. Dimensions of all existing and proposed structures.



- ☐ 6. Proposed pad locations
- ☐ 7. Setbacks from the property lines to all structures.
- ☐ 8. Location of all mechanical equipment.
- ☐ 9. Submit plan or survey on paper **no larger than 11" by 17"**.
- ☐ 10. Zoning of all adjacent properties and properties across rights-of-ways with the name of the rights-of-way noted.
- ☐ 11. Notes with line items to include:
 - ☐ a. All utilities shall be located underground.
 - ☐ b. Contractor to attend a mandatory preconstruction meeting with City Staff prior to any disturbance of property.
 - ☐ c. All Easements with the type / purpose noted.
- ☐ 12. A space measuring at least 4" in width by 3" in height provided in the upper right corner of each sheet of plans reserved for the City's approval stamp.
- ☐ 13. All wetlands
- ☐ 14. Floor Insurance Rate Map (FIRM) information consistent with information on current survey.
- ☐ 15. Sight triangles.
- ☐ 16. Fence(s).

☐ G. Landscape and Irrigation plans in compliance with [Chapter 11](#) of the [LDC](#).

- ☐ H. Building / Structural elevations to include:
- ☐ 1. Elevations of all sides of structure(s)
 - ☐ 2. All colors depicted on each elevation
 - ☐ 3. Landscape and irrigation depicted on plans
 - ☐ 4. Prepared by an architect
 - ☐ 5. Sign specifications to include:
 - ☐ a. Height
 - ☐ b. Type
 - ☐ c. Color
 - ☐ d. Sign area calculations
 - ☐ 6. Fence(s) specifications to include:
 - ☐ a. Height
 - ☐ b. Type
 - ☐ c. Color

☐ I. St. Johns River Water Management District permit (SJRWMD) (if permit not issued, provide application).

☐ J. Department of Environmental Protection (DEP) permit (if permit not issued, provide application).

☐ K. Environmental assessment report from an environmental consultant regarding:

- ☐ 1. Wetland Quality Assessment Methodology (WQAM)
- ☐ 2. Endangered and threatened species and species of special concern

☐ L. Cultural resource field survey report.

☐ M. A map of the search ring submitted and used by the Applicant's site location.

☐ N. A statement that the submitted search ring is the same as utilized in the selection of the site.

☐ O. A map indicating the Applicant's existing radio frequency (RF) signal propagation.



- ☐ P. A map indicating the Applicant's proposed new RF signal propagation.
- ☐ Q. A statement from a qualified individual that the Applicant will comply with all Federal Communications Commission (FCC) rules regarding human exposure to RF energy. Must include:
 - ☐ 1. Individual's qualifications
- ☐ R. A statement that the Applicant will comply with applicable FCC rules regarding radio-frequency interference.
- ☐ S. Photo-simulated images of the structure's post-construction appearance to include, at a minimum, the vantage point of any adjacent roadways, existing or proposed structures, as well as samples of exterior building materials.
- ☐ T. Complete plans of the proposed facility addressing the development standards of the [LDC](#), including a structural certification by a Florida professional engineer that the facility will comply with applicable federal, state, and local codes and regulations, to include, but not limited to, EIA/TIA 222-G (as amended).
- ☐ U. A statement from the Applicant of compliance with FAA regulations, if applicable.
- ☐ V. A statement from the Applicant as to the potential visual and aesthetic impact of the proposed WCF on adjacent properties having residential zoning, if applicable.
- ☐ W. [Site Development Permit Fee Calculation Sheet](#).
- ☐ X. Optional exhibits, such as photographs, letters of support from neighboring property owners, or other information intended to support the Applicant's position, may be submitted.
- ☐ Y. For projects along State Roads, contact Florida Department of Transportation (FDOT) at (386) 943-5000 for review of the proposed connections. Submit FDOT comments, conditions, or approvals along with the above stated documents.

Required documents for building permits:

- ☐ A. Building Permit Application – must include Property Appraiser's identification number.
- ☐ B. Two (2) sets of signed and sealed construction drawings from a licensed Florida Architect or Engineer.
- ☐ C. Site plan stamped approved as part of the Site Plan Development Order.
- ☐ D. Recorded warranty deed.
- ☐ E. Authorization from the City's Information Technology (IT) Department - Site Plan Development Order issued from the City's Community Development Department.
- ☐ F. Construction Lien Law Affidavit.

Note: All contractors listed on the permit, including electrical, mechanical, and plumbing, must be licensed and hold a City of Palm Coast Business Tax Receipt.



Property Owner Letter of Authorization

*****IF APPLICANT IS NOT THE PROPERTY OWNER*****

Dear Planning Manager,

I / We,

_____ (All property owners)

being the current property owner(s) of the property legally described as Parcel Number(s)

and also described as Subdivision _____,

Section _____, Block _____, Lot _____, OR

Street Address or Physical Location:

Do hereby designate and authorize

(name of agent / applicant)

representing _____

(Individual or Corporate Name)

to sign on my/our behalf, as my/our agent to submit an application for a

(type of application)

for the property described above.

Signature of property owner

Signature of property owner

Print name

Print name

NOTARY: This instrument was acknowledged before me on this _____ day of _____,

20____ by _____ who is/are personally known to me, or

who has/have produced _____ as identification.

(SEAL)

Signature of Notary Public, State of Florida



AFFIDAVIT OF CORPORATE IDENTITY / AUTHORITY

STATE OF _____

COUNTY OF _____

COMES NOW, _____, being first duly sworn, who deposes and says:

(1) That he/she is the _____, an officer of _____ corporation existing under the laws of the State of _____.

(2) That he/she is authorized to execute the following deeds or instruments on behalf of the above named corporation: _____ relating to the following described real property:

(3) That this affidavit is made to induce the City of Palm Coast to accept the above described property.

Signature of owner OR person authorized to represent this application

Signature

Print name

Signature

Print name

NOTARY: This instrument was acknowledged before me on this _____ day of _____, 20____ by _____ who is/are personally known to me, or who has/have produced _____ as identification.

(SEAL)

Signature of Notary Public, State of Florida



JOINDER AND CONSENT AFFIDAVIT

JOINDER AND CONSENT BY _____
Name of Lending Institution / Mortgage Holder

COME NOW, _____ and Joins and Consents to the
covenants and conditions set forth herein and hereunto sets his hand and seal this ____ day
of _____, 20__.

ATTEST: _____
Name of Lending Institution

Corporate Secretary

Corporate President

Printed Name

Printed Name

ACKNOWLEDGEMENT

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by
_____, who is/are personally known to me or who
has produced _____ as identification and who did execute said
instrument for the purpose therein expressed.

WITNESS my hand and official seal the day month and year aforesaid.

NOTARY PUBLIC (SEAL)

NOTARY PUBLIC SIGNATURE



SITE DEVELOPMENT PERMIT FEE CALCULATION SHEET

To be submitted by the Engineer of Record (EOR) for review and approval by the Development Review Engineer

PROJECT NAME: _____ **APP. #:** _____

BASE FEE:\$1,100.00

INSPECTION FEE PER ACRE:

Maximum developable area of lot per current LDC.

_____ acres @ \$3,255.00/acre\$ _____

Voluntary reduced developed area:

_____ acres @ \$3,255.00/acre.....(-\$ _____)

Total area within construction limits:

_____ acres @ \$3,255.00/acre.....\$ _____

Total area of offsite improvements:

_____ acres @ \$3,255.00/acre.....\$ _____

TOTAL INSPECTION FEE PER ACRE:..... \$ _____

ROADWAY INSPECTION FEE:

Total roadway miles @ two (2) lanes each @ twelve (12) feet wide

_____ miles @ \$1,325.00/mile\$ _____

Approved reduction in paved surface of roadway:

_____ miles @ \$1,325.00/mile(-\$ _____)

TOTAL ROADWAY INSPECTION FEE :.....\$ _____

APPROVED GREEN INCENTIVES:

NOT TO EXCEED FIVE PERCENT (5%) OF TOTAL PERMIT FEE

"Green Pavement Alternative" areas:

_____ acres @ \$3,255.00/acre..... (-\$ _____)

Mechanical Stormwater quality improvement measures:

One percent (1%) of actual cost:.....(-\$ _____)

Natural stormwater quality improvement measures:

One percent (1%) of actual cost:.....(-\$ _____)

Onsite storage capacity improvement measures:

One percent (1%) of actual cost:.....(-\$ _____)

TOTAL APPROVER INCENTIVE ADJUSTMENTS:.....(-\$ _____)

TOTAL PERMIT FEE:\$ _____

APPROVED: Signature _____

Date _____



SITE DEVELOPMENT PERMIT FEE IMPLEMENTATION SHEET

A. BASE FEE:

This fee is implemented to cover portions of the cost of personnel and resources associated with administration of Site Development Permit, to Include;

- Staff Assistant
- Development review tech
- Building department
- Construction Manager
- Traffic Engineer
- Final inspection

B. INSPECTION FEE PER ACRE:

This fee is implemented to cover a portion of the cost of personnel and resources associated with on site inspections of a commercial project. The fee was calculated using historical data of time spent on past projects multiplied by the average salary and expenses associated with a single construction inspector, Landscape Architect, and Fire Marshal.

The acreage is to be calculated by the area within the construction limits as well as any associated offsite improvements, such as, right-of-way improvements associated with the project.

Projects with undeveloped lots will be exempt from further **Inspection fees per acre** at the time of development; all other applicable fees will apply.

C. ROADWAY INSPECTION FEE:

This fee is implemented to cover a portion of the cost of personnel and resources associated with the inspection of roadway construction.

This fee includes the construction of base material and asphalt only. Infrastructure and all other improvements under the roadways are to be calculated under paragraph B. **Inspection fee per acre:** of this fee schedule.

This fee is calculated based on a two (2) lane roadways. Single turn lanes, additional lanes and single stand alone lanes are to be calculated as the appropriate portion of a two lane roadway.

D. RE-INSPECTION FEE:

This fee is implemented to cover a portion of the cost of personnel and resources associated with the re-inspection of any failed inspection.

The fee is calculated based on an average time spent of two (2) hours per re-inspection for a single inspector.